

# General MDOT Permit Instructions

6/30/04

This is intended to clarify questions concerning the jurisdictional limits in terms of MDOT permit necessity for County road projects that intersect, cross or abut with MDOT roadways. The following is aimed at providing this clarification:

Through Act 51, the local road agency has jurisdiction of their roadway subject to the following conditions:

MDOT has jurisdiction for:

- Ramp and intersection approach connection design and any MDOT maintained facilities within the interchange / intersection (i.e. signals, signal loops, MDOT signing)

- Operational considerations along the local road through interchanges / intersections to the extent that there are impacts to MDOT facilities (i.e. geometric design and traffic operational impacts)

- Construction activities along the local road to the extent that there are impacts to MDOT facilities (freeway drainage,, bridge structures, bridge and highway related guardrails, construction maintaining traffic)

- Impact to trees, landscaping, wetlands, and any other environmentally sensitive areas within interchange ROW and clear vision ROW at intersections.

The local road agency has responsibility for local road geometric design, drainage, sidewalks, guardrail and appurtenances not affecting the MDOT highway.

MDOT's jurisdictional authority is exercised in various ways depending on the specific location and degree of impact to the MDOT system. For instance, for a grade separation crossing with no ramps, local road passing beneath, and local project involving only surface improvements, MDOT would want to review plans, but generally responds with a letter confirming no MDOT impacts and therefore, an MDOT permit not required.

For a higher impact project such as a local road widening / landscape enhancement project through a major freeway interchange with ramp terminals, MDOT would require that an MDOT permit be obtained in order to ensure the proper mitigation of impacts to the MDOT system.

MDOT reserves the right to waive or exercise the requirement for an MDOT permit depending on MDOT's assessment of the degree of impacts.

The process can take several weeks and should be discussed with the TSC early in the design phase. The permit should be applied for well in advance of the final plan turn in date so that the project can meet the anticipated schedule.

Any work that alters/modifies/reconstructs an MDOT owned traffic signal must be designed by an MDOT PRE-QUALIFIED designer, even if the Local Agency maintains the signals. If impact to any MDOT traffic signal, strain pole, detectors, etc. contact the local TSC as well as the MDOT Traffic Signals Unit at 517-373-2324 for coordination.

In cases where an MDOT permit is warranted, the attached permit instructions should be followed.



***SAMPLE – contact your local TSC for your specific requirements***

Permit  
Request \_\_\_\_\_

Description \_\_\_\_\_

Location \_\_\_\_\_

**BRIEF INSTRUCTIONS  
FOR THE CONSTRUCTION WITHIN  
STATE HIGHWAY RIGHT OF WAY**

- [ ] Submit one original and three (3) copies of "Individual Application and Permit for Use of State Trunkline Right of Way" (form 2205) and four (4) copies of site plan.

Note: - Permit applicant must be the facility owner.  
- Location: Give distance in feet from the nearest intersection.  
- Purpose: Also, identify the type of work; i.e., Public Street approach, storm, sanitary sewer or water connection.  
- Signature: Permit requires original signature by facility owner authorized person.

- [ ] Submit \$\_\_\_\_\_ permit application fee. Make check payable to the "State of Michigan." (exempt for municipalities operating within their jurisdictional limits)

- [ ] Submit "Performance and Indemnification Resolution" (Form 2207B). In special cases an "Individual Permit Performance Bond" (Form 2202) in amount specified by MDOT is required. All bonds will have the permittee specified as the bond principal or will have attached to the bond the Department's Certificate of Agency (Form 2209) specifying that the bond principal is the agent of the permittee. A Power of Attorney dated the same as the bond must accompany the bond.

- [ ] The permittee or permittee's contractor shall submit "Certificate of Insurance" per limits outlined on forms 2216 and 2020. Note: additional insured requirements. The Performance and Indemnification Resolution may suffice if the permittee is a municipality.

[ ] Submit **4 copies** of plans showing as a minimum:

- Outline specific area of work
- Construction details and grades
- Right of Way boundary and proposed construction features
- State highway configuration, of roadway width, paved and/or gravel shoulder, lane markings, ditch, curb, culverts, and storm sewer structures.
- Show street intersections within 500 feet of proposed work. Show any driveways within 300 feet of work. Also show driveways opposite side of roadway. For divided highways, show roadway only to median.
- M•DOT is not obligated to accept storm water run-off from adjacent property unless it has historically drained onto M•DOT right of way, and then only at its original rate of run-off. Therefore, detention will be required for any additional run-off as a result of project improvements.

[ ] Note: Certain utility connections that are owned by an authority other than the permittee may require a separate permit. The utility shall be shown on the plan. Label the owner and dimension location and indicate size.

The entire permit package shall be submitted to the MDOT TSC for preliminary review and approval.

It is recommended that two (2) sets of preliminary plans be submitted for approval prior to submitting the entire permit package.

Note: Depending on existing workload, it can take up to four weeks for permit approval.

Enclosures as checked:

- ( ) Permit forms
- ( ) Bond form and Certificate of Agency
- ( ) Insurance Requirements
- ( ) Performance and Indemnification Resolution
- ( )
- ( )